

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102

DR 690-1-351

MROPO-R

Regulation
No. 690-1-351

15 July 1984

Civilian Personnel
REDUCTION-IN-FORCE

1. Purpose. This regulation implements Office of Personnel Management, Department of Defense, Department of the Army, and Corps of Engineers regulations, policies, and procedures in conducting reduction-in-force.
2. Applicability. This regulation is applicable to the Omaha District and serviced organizations.
3. References.
 - a. FPM Chapter 351.
 - b. AR 690-300, Chapter 351.
 - c. ER 690-1-351.
 - d. DR 690-1-335.
 - e. DoD 1400.20-1-M.
4. Policy. The following policies will be observed in effecting any reduction-in-force.
 - a. Every effort will be made to minimize the reduction by giving consideration to losses resulting from normal attrition, by restricting recruitment, and by reassigning surplus employees to any vacant positions for which they are qualified and available.
 - b. The reduction will be accomplished in accordance with the regulations, policies, and procedures established by the organizations mentioned in paragraph 1.
 - c. Each employee to be affected will be given a written notice at least 60 days in advance of the effective date of the action. Generally, an employee will be carried in an active duty status for 60 days from the date of receipt of the notice. Under unusual circumstances and subject to prior approval of applicable command headquarters, a minimum of 30 days in an active-duty status and the remaining 30 days in a leave status may be authorized. The 60-day advance-notice period can be extended for a period not exceeding an additional 30 days upon the employee's request for annual leave or leave without pay to cover the period. Any such request must reach the Personnel Office at least 14 days prior to expiration of the initial 60-day notice.

This regulation supersedes DR 690-1-351 dated 18 June 1979.

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d. Employees in Retention Groups I and II with career or career-conditional status who are reached for reduction-in-force, and who cannot be placed in another position in the same competitive area, will be given mandatory consideration for any vacant position for which they are qualified and available in other competitive areas serviced by the District Personnel Office. Such employees will also be considered for positions held by employees below Retention Group II in the other competitive areas.

e. Employees to be separated by reduction-in-force and whose conduct and work performance have been fully satisfactory will be given all possible assistance in securing other employment, both within and outside the Department of the Army.

f. When employees in the same retention subgroup are tied with the same number of retention credits, the tie will be broken in favor of employees having the most service.

g. If eligible, an employee assigned to a position of lower grade as a result of reduction-in-force will retain grade and pay in accordance with the provisions of the Federal Personnel Manual, Chapter 536.

5. Definitions.

a. Reduction-in-Force. Action required when an employee is released from his/her position by separation, demotion, furlough for more than 30 days, or reassignment requiring displacement; when lack of work or funds, reorganization, reclassification due to change in duties, or the need to make a place for a person exercising reemployment or restoration rights requires the activity to release the employee. An employee released for one of these reasons must be in reach on the retention register for release from his/her competitive level.

b. Competitive Area. The competitive area outlines the boundaries of competition and is established on the basis of geography or organization or both. Employees in one competitive area do not compete in a reduction-in-force with employees in other competitive areas.

(1) All organizations of the Omaha District constitute one competitive area except as identified in subparagraph (3) below.

(2) Each installation or office furnished personnel services pursuant to a servicing agreement is a separate competitive area (e.g., MRD; USADRB, Omaha; USADRB, Des Moines; CAAP, Grand Island; and DMAD, Omaha).

(3) The Peacekeeper Project with duty stations at or within commuting distance of Cheyenne, Wyoming, is a separate competitive area.

c. Tenure Groups.

(1) Group I. Employees serving under career appointments who are not serving probation or are not serving in obligated positions. A career employee in an obligated position is in Group I only when he/she competes for other positions at or below the grade of his/her last nonobligated position, if any.

(2) Group II. Employees serving under career-conditional appointments and career employees serving probation or who are serving in obligated positions.

(3) Group III. Employees serving under indefinite; temporary appointments pending establishment of register (TAPER); term, status quo; or any other nonstatus nontemporary appointments.

6. Responsibilities of Supervisors. The responsibilities of supervisors in connection with reduction-in-force are outlined below.

a. Notify the Personnel Office as far in advance as possible of the impending reduction and approximate number and categories of personnel to be affected so that they can be considered in filling vacancies elsewhere within the District.

b. Decide in which types and grades of positions the reduction-in-force will be made and submit "Requests for Personnel Action," Standard Form 52, to the Personnel Office in sufficient time to permit issuance of 60-day-advance notice to employees concerned.

c. Deliver reduction-in-force notices promptly upon receipt from the Personnel Office.

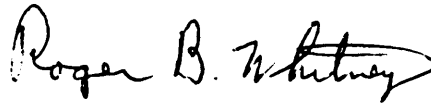
d. Cooperate with the Personnel Office in the placement of personnel referred for consideration for vacancies or to displace other employees with less retention preference.

7. Office of Personnel Management Federal Facts Pamphlets Nos. 12, 13, and 22. These pamphlets explain the Displaced Employee Program, Reduction-in-Force procedures, and Reduction-in-Force Benefits.

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8. Circulation. It is desired that this District Regulation be brought to the attention of all employees.

FOR THE COMMANDER:

A handwritten signature in cursive script that reads "Roger B. Whitney". The signature is written in dark ink and is positioned above the typed name.

ROGER B. WHITNEY
LTC, Corps of Engineers
Deputy Commander

DISTRIBUTION:

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